

Process Safety Management Audit Checklist

Contractors

	Y/N	Comments
Documentation - Host Employer's Program		
Does the program include all contractor activities that have the potential for affecting process safety, including but not limited to contractors performing maintenance or repair, turnaround, major renovation or specialty work on or adjacent to covered processes? (Contractors performing incidental services which do not influence process safety such as janitorial work, food and drink services, laundry, delivery, and other supply services need not be included.) However, contractors performing construction, demolition, equipment installation, and other work that may affect the safety of a covered process should be included.		
Is the information regarding the contractor's safety performance and programs obtained and evaluated for selection of contractors?		
Are the contract employers informed, prior to the initiation of the contractors' work at the site, of the known potential fire, explosion, or toxic release hazards related to the contractors' work and the processes?		
Are contract employers informed, prior to the initiation of the contractors' work at the site, of the applicable provisions of the emergency action plan required by 1910.119(n)?		

Have safe work practices to control the entrance, presence, and exit of contract employers and contract employees in covered process areas been developed and implemented?		
<p>Are contract employers periodically evaluated for their performance in fulfilling their obligations to:</p> <ul style="list-style-type: none"> • Assure their employees are trained in safe work practices needed to perform the job? • Assure their employees are instructed in the known potential fire, explosion, or toxic release hazards related to the job and the applicable provisions of the emergency action plan? • Document the required training and the means to verify their employees have understood the training? • Assure their employees follow the facility safety rules and work practices? Advise the employer of unique hazards presented by the contractor's work? 		
Are periodic evaluations made to determine that the training provided to contract employees by the contract employer is equivalent to the training required for direct hire employees?		
If the deficiencies in the performance of contract employers have been identified, what action has been taken to correct the deficiencies?		
Does the company maintain a contract employee injury and illness log related to the contractor's work in process areas?		
Documentation - Contractor's Programs		

Are all contract employees trained in the work practices necessary to perform their jobs safely?		
Is each contract employee instructed in the known potential fire, explosion, or toxic release hazards related to his/her job and the processes and applicable provisions of the emergency action plan?		
Is there documentation that each contract employee has received and understands the required training?		
<p>Do the contract employee training records contain the following:</p> <ul style="list-style-type: none"> • The identity of the employee? • The date of the training? • The means used to verify that the training was understood? 		
Are there means to assure that contract employees follow the safety rules of the facility, including safe work practices required in .119(f)(4)? (Review evidence of enforcement by the contractor.)		
Is the employer advised of any unique hazards presented by the contract employer's work or any hazards found by the contract employer's work?		
Observations		
Based on a representative sample of observations of the contractor's employees, has the employer's program to control their entrance, presence, and exit been implemented?		

Based on a representative sample of observations of the contractor's employees, do they follow the safety rules of the facility? (These rules include the employer's safe work practices such as lockout/tagout, confined space entry, and opening process equipment or piping; they may also include other rules such as excavation procedures or use of PPE.)		
Interviews		
Based on interviews with contract employers, did the host employer obtain and evaluate information regarding the contractor's safety performance and programs for selection of contractors?		
Based on interviews with contract employers, have they been informed of the known fire, explosion, or toxic release hazards related to their work and the processes in which they are involved prior to the initiation of their work at the site?		
Based on interviews with contract employers, have they been informed of the applicable provisions of the employer's emergency action plan prior to the initiation of their work at the site?		
Based on interviews with contractor employers and employees, have work practices to control their entrance, presence, and exit of covered process areas been implemented?		

<p>Based on interviews with the contract employer, has the employer periodically evaluated the contractor's performance in fulfilling the obligations required in .119(h)(3) to:</p> <ul style="list-style-type: none"> • Assure their employees are trained in safe work practices needed to perform the job? • Assure their employees are instructed in the known potential fire, explosion, or toxic release hazards related to the job and the applicable provisions of the emergency action plan? • Document the required training and the means to verify their employees have understood the training? • Assure their employees follow the facility safety rules and work practices? • Advise the employer of unique hazards presented by the contractor's work? 		
<p>Based on interviews with the contract employer, has the host employer ensured, through periodic evaluations, that the training provided to contract employees by the contract employer is equivalent to the training required for direct hire employees?</p>		
<p>Based on interviews with the contract employer, if the employer has identified deficiencies in the performance of contract employers, what action has the employer taken to correct the deficiencies?</p>		
<p>Based on interviews with a representative number of contract employees, has the contract employer trained them in the work practices necessary to perform their jobs?</p>		
<p>Based on interviews with a representative number of contract employees, are that they being instructed in the known potential fire, explosion, or toxic release hazards related to their work and the processes in which they are involved?</p>		

Based on the interview with a representative number of contract employees, have they been instructed in the applicable provisions of the emergency action plan? (Ask them to explain the plan and evacuation procedures.)		
Based on interviews with a representative number of the contractor's employees, has the contract employer assured that they follow the safety rules of the facility? (Ask how safe work practices, entry restrictions for the facility, and use of required PPE is enforced.)		